

SharePoint Online Power User



Purpose of the training

The training is addressed to a new and experienced administrators who would like to fully learn how to use SharePoint Online



Benefits of completing the training

Knowledge and skills from Administering and configuring SharePoint Online



Expected Listener Preparation

Computer skills. An ability to use English language materials.



Training Language

- Training: English
- Materials: English



Training Includes

access to Altkom Akademia's student portal

Training method:

lectures + workshops.



Duration

4 days / 28 hours

Training agenda

1. Introduction to SharePoint Online
 - Discussing SharePoint Online
 - Central information warehouse
 - Managing Internet content
 - Group cooperation
 - Search
 - Social services
 - Workflows
 - Business analytics
 - Trimming securities
 - Roles – Visitor, Members, Owners, site collections administrators, Office 365 administrators.
2. Creating sites
 - Introduction to site topology
 - Where and when to create a website?
 - How to create a new website
 - Site templates
 - Team websites
 - Project websites
 - Blogs
 - Social websites
 - Publishing websites
 - Navigation
 - Changing the layout
 - Structural navigation
 - Deleting websites
 - Recovery of deleted sites.
3. Developing and managing sites
 - Introducing wiki sites
 - Adding wiki sites
 - Adding formatted content to wiki sites

- Incoming links
- Adding and modifying Web Part elements
- Deleting wiki sites
- Reusable content
- Confirming sites before publishing
- Scheduling
- Introduction to websites from Publishing category
- Creating and editing publishing sites
- Using page layouts
- Page metadata
- Site collection images
- Image mirroring.
- 4. Defining business information and storage
 - Manageable metadata service
 - Introduction to content types
 - Creating and modyfikowanie typów zawartości
 - Content type settings
 - The use of content types in applications
 - Content type merging center
 - Implementing content types
 - Information management rules
 - Record center
 - Content organizer
 - Document identifier service
 - On-premises record management.
- 5. Adding and configuring applications
 - Adding lists and libraries
 - Managing list and library settings
 - Adding site columns
 - Creating and managing public views
 - Working with documentation sets
 - Creating application templates
 - SharePoint applications
 - SharePoint app shop
 - Popular list and library templates
 - Adding, modifying, downloading and deleting content in applications
 - Creating and managing columns in applications
 - Sorting and filtering content
 - Personal views
 - Using alerts in applications
 - Integrating Office 2016 office bundle with SharePoint applications.

6. Building processes with workflows
 - Introduction to workflows
 - Workflow scenarios
 - Creating workflows
 - Configuring workflow settings
 - Adding workflows
 - Deleting workflows
 - External workflow tools
7. Adjusting securities
 - Introduction to securities
 - Demanding access
 - Sharing sites and files
 - Approving access demands
 - Creating permission levels
 - Creating groups
 - Inheriting permissions
 - Securing applications, folders, files/elements
 - Securing manageable metadata
 - Securing OneDrive.
8. Communication with the use of community tools
 - Introduction to community tools
 - Updating profile
 - Blog sites
 - News channels
 - Community sites
 - Community website.
9. Working with search
 - Search in SharePoint Online
 - Clearing the results
 - Search criteria
 - Searching persons
 - Search functioning
 - Promoting the results
 - Web Part search elements
 - Adjusting search results.